

Workplace Development - Lesson 1: Success!

Monday, October 26, 2009

11:17 AM

<http://www.gcfllearnfree.org> - Workplace Development > Lesson 1

| Task Title | Point Value | Time | Description |
|---|-------------|---------------|--|
| Ten Ways to Increase Your Success | 10 | 30 min | Read the explanations and relate them to your life . |
| Which Employee Would You Choose? | 10 | 20 min. | Read about the two candidates and answers the three questions. |
| Relate it to Real Life | 20 | 45 min. | Go to website and explore the Wall Street Journal employment articles. Write how this can be and could be useful to you in your future and making plans. Then post an analysis of one article in the wiki-discussion forum to share with classmates. |
| Lesson 1: Increase Workplace Success | 40 | 95 min | Two class periods. |



Lesson 1: Increase Workplace Success

What you will be doing and how you will communicate it.

1. Study ways to increase your chances for success and relate it to an area in your life now!
2. Look at two employees skills, abilities and personality, and determine who would be the better person for the job.
3. Finally, review the Wall Street Journal and find a current events article about the workplace and relate it to your life.

Ten Ways to Increase Your Chances of Workplace Success

How can YOU increase your chances of being successful at work, school and life? Explain with details.

1. Do your job -
 - i. For example: **I can do my job by ...**
2. Follow the rules -
 - i. For example: **I follow the rules by ...**
3. Be courteous -
 - i. For example: **I am courteous because...**
4. Be a team player -
 - i. For example: **I am best on a team when ...**
5. Find a mentor -
 - i. For example: **My mentors are ... or The best mentor for me would be**
6. Fit in with the organization's culture-
7. Find ways to be a star employee
8. Conquer negativity
9. Take control
10. Find a work-life balance

Page 4 - Response questions - Answer

1. There are positive and negative aspects to both of these employees. In your opinion, who is the better employee? Why? Give specific reasons for your choice.
2. Imagine that Mary and Brian are interviewing for a position as an executive secretary at a large corporation. Who would get the job? Why?
3. On page 5 - The employer gives their reasons as to which employee they choose and why. Compare and contrast your responses to the employers.

Conclude: Review the following web site. Choose one article to analyze and post it in the wiki discussion board under - Wall Street Journal .

Finally, how could these links be helpful for you in your future endeavors? Which ones would be helpful today or in the next year, next five years?

<http://online.wsj.com/public/page/news-career-education-college.html>

